



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, January 17, 2018 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us **48** hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

- 1. CALL TO ORDER/ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. REVIEW OF AGENDA:**
- 4. APPROVAL OF THE MINUTES:** December 6, 2017
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
- 7. NEW BUSINESS:**
 - a. Approval of the 2018 Commission Meeting Schedule
 - b. Nomination and Election of Chairperson & Vice Chairperson – Oral Report
- 8. UNFINISHED BUSINESS:**
 - a. Staff Request for Recommendations on Features and Amenities for Commodore Park Dog Run Revitalization
- 9. ITEMS FROM COMMISSIONERS:**
- 10. ITEMS FROM STAFF:**
- 11. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

SPECIAL MEETING MINUTES

Parks and Recreation Commission

December 6, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Greenberg, Nigel, Salazar, and Zamattia. Commissioners Excused: Gonzales and Melendrez. Staff: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis and Commissioner Salazar led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** Chair Palmer requested that item 9b be moved up before Conduct of Business. **MSC Nigel/Davis** to move up item 9b before Conduct of Business. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Greenberg** to approve the minutes from October 18, 2017. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:** None.
8. **UNFINISHED BUSINESS:**
 - a. City Council Request for Recommendation on Implementation of Pilot Program Allowing On-Leash Dogs in City Parks – Director Burns told the Commission that City Council was requesting a recommendation from the Commission for allowing on-leash dogs in City Parks. She added that she would take the recommendation back to City Council at their January 9, 2018 meeting.
Commissioner Salazar asked Director Burns if current City ordinance requires dogs to be on leash when walking on the streets or in the public and Director Burns replied yes. He added that at first he was reluctant to change the City ordinance allowing dogs in parks because he thought there would be an expectation from the public for our Police Department to enforce it. He suggested maybe removing the ordinance banning dogs and then have staff identify parks that would allow dogs. Commissioner Salazar also asked what would be the cost of adding doggy bag kiosks to the parks. Director Burns said it varies depending on the park but she feels the cost could be absorbed into the current budget.

Commissioner Greenberg suggested the Commission clarify that dogs have to be on leash no longer than six feet and not restrict them to pathways. She also suggested not moving forward with an amendment to the current municipal code but extending the pilot program to all the parks for a year.

Commissioner Zamattia does not want to extend the pilot program, she would prefer for the Commission to just move forward with a recommendation. She also requested for staff to make sure to put a leash length limit in the amendment to the municipal code.

Vice Chair Davis agreed with Commission Greenberg about not restricting dogs to pathways. She would also like to make sure that the recommendation allow dogs in parks but only in certain parks so that the community members who do not want to go to parks with dogs still have options.

Commissioner Nigel also said he was in favor of allowing dogs in parks on leash.

Chair Palmer commented that he was in favor of dogs in parks on leash not restricted to the pathways. He added that Commissioner Melendrez asked him to publicly read his comments which are in favor of allowing dogs in selected parks on leash but wanted restrictions for the play areas and wanted to ensure staff do City outreach if there are changes made to the current ordinance.

The Commission deliberated further and decided to identify the pocket parks that would not allow dogs in parks.

MSC Nigel/Salazar to recommend to City Council to modify the Municipal Code to allow dogs in parks on leash with a maximum length of six feet with restriction to all play areas with the exception of the following parks: Ponderosa, Herman, Lomita, Catalpa, and Posy Park. Approved unanimously.

- b. Status of Capital Improvement Projects – Superintendent Brewer told the Commission that the groundbreaking for the construction of Earl-Glenview Park was taking place on Saturday, December 9, 2017 at 10 a.m. She added that the park pathways project had been completed at City Park.

Vice Chair Davis commented that the edges of the pathways are not even and Superintendent Brewer replied that the company informed them that the edges would look uneven because their equipment was not designed to work in such narrow spaces but that eventually the grass would grow over the edges so they would not be visible. She added that they only had one bid for this project because of the lack of available equipment for smaller spaces. Superintendent Brewer also said that they would be going out to bid for Grundy Park and Pacific Heights Park pathways in early 2018 for work to commence in the spring.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

a. Subcommittee Updates –

1. Adopt-a-Park Program – Chair Palmer told the Commission he would be re-writing the Adopt-a-Park agreements for the baseball fields.
2. Park Tour – Chair Palmer told the Commission that the Park Tour sub-committee met and decided to test the park tour forms developed by Commissioner Greenberg. He added that they would be keeping this sub-committee on the agenda but were not officially changing anything to the Commission's handbook regarding the parks tours yet. Commissioner Greenberg told the Commission that she used the Park Tour rating form to observe Fleetwood and Catalpa Park and found it very helpful in her observations. Commissioner Nigel observed Buckeye Park and

also found the form useful but wanted to add a non-applicable box to the rating system. Chair Palmer and Commissioner Melendrez observed City Park and found the form to be useful as well and would be discussing some updates at the next subcommittee meeting.

- b. Report from Commissioners – **Chair Palmer** thanked Vice-Chair Davis and Commissioner Salazar for their service and presented them with recognition plaques and wished them luck in their new positions on the City Council.

10. **ITEMS FROM STAFF:** Superintendent Brewer told the Commission that Commissioner Greenberg was able to secure a grant of \$5,000 from Baseball Tomorrow for improvements on Diamond 3 at Commodore Park for the Junior Giants Organization. She also told the Commission that the Annual Tree Lighting would be taking place at the Veterans Memorial Recreation Center starting at 5 p.m. on Thursday, December 7, 2017.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:58 p.m.

DRAFT



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 17, 2018
TO: Parks and Recreation Commissioners
FROM: Ludmer Aker, Executive Assistant
SUBJECT: 2018 Meeting Schedule of the Parks and Recreation Commission

The following is the 2018 meeting schedule:

Wednesday, January 17 – 6:30 pm

Wednesday, February 21 – 6:30 pm

Wednesday, March 21 – 6:30 pm

Wednesday, April 18 – **Televised Meeting at the Senior Center @ 7:00 pm**

Wednesday, May 16 – 6:30 pm

Wednesday, June 20 – 6:30 pm

**** No July Meeting ****

Wednesday, August 15 – 6:30 pm

Wednesday, September 19 – 6:30 pm

Wednesday, October 17 – 6:30 pm

Wednesday, December 5 – 6:30 pm **November/December Meetings are combined**

NOTE: All Regularly scheduled meetings are scheduled at 6:30 pm and are held at City Hall in Room 115. Televised meetings are scheduled at 7:00 pm and are held at the Senior Center.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 17, 2018

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Staff Request for Recommendations on Features and Amenities for
Commodore Park Dog Run Revitalization

BACKGROUND:

On September 20, 2017, the City held a community forum to solicit ideas and suggestions from the community on preferred amenities and space allocation for the Commodore Park Dog Run. This input, along with dog run design best practices will serve as the framework for future improvements.

DISCUSSION:

The City is in the process of selecting a landscape architect to develop the documents necessary to publicly bid and construct improvement to the Commodore Park Dog Run. Staff would like to solicit input from the Commission on features and amenities it would like included in the design.

Suggested improvements from the community forum meeting are provided as an attachment. They include leveling the play surface and reallocating the play space by reducing the small dog play area to create a more user friendly space for small dogs and increase the large dog play area to allow for active play, inclusion of additional seating for people and relocation of the automatic dog water bowl for use by both large and small dogs, and changing the surface material from dirt to decomposed granite and/or engineered wood material.

FISCAL IMPACT:

The City Council appropriated \$150,000 for the Commodore Park Dog Run Revitalization in the 2017/18 Fiscal Year Capital Improvement Budget.

ATTACHMENTS:

Results of Breakout Groups - September 20, 2017 Community Meetings

Group 1:

- Agility Features – A-frame, etc.
- Ideal Terrain – astro/artificial turf, real grass, hard pack sand/gravel, tumbled safe bark, mix of grass and hard pack
- Dog safe tables – no holes/perforations
- Add 2 large benches – double benches
- Clean/renovate existing park restrooms
- Level terrain for safety
- Larger space
- High separation/partition
- Similar to Orange Park with trees shade
- Unlocked partition/fence division
- Flexibility (arrow to partition above)
- Somewhat large area for larger dogs (60/40 or 55/45)
- Electric solar lighting
- Walkway around park
- Compostable green waste bags

Group 2

- Agility ramps/games etc
- Activities
- Safety lights
- Benches that are safe and comfortable
- Fence 5-6 feet cyclone
- Lower fence into ground for diggers
- Level playing field
- Flexible area small/big dog
- Character art
- Shade over seating areas
- Arbors
- Keep the trees or new trees in the right places
- More poop bag dispensers around park
- Level access to tables
- Flat areas terraces
- Proper drainage

- Accessible paths
- Tables and chairs for community conversation (not necessarily picnic tables)
- Expand park as much as possible – reroute the path
- Single “lock” area – not one for small and one for large dogs
- No tan bark
- No artificial turf
- No picnickers or outside food
- Keep bulletin board
- Better signage/rules
- Water fountains for dogs and people

Group 3

- Keep segregated with gate (behavior gate)
- Safe
- Clean
- Fun
- Lighting
- Level walking path inside park (to encourage dogs to move away from entrance)
- Seating away from entrance – manmade shading
- Larger space
- Water amenities small (low and high, working and maintained)
- Behavior gate flush to ground
- Fence height – 4’
- Designated tiny dog area
- Benches for viewing purpose
- Level area
- Decomposed granite at entrance and walking path or cement or turf
- Real grass
- Improved drainage
- Multiple dog bags and scoop cans around park
- Expand size by working with Federal Government